

Minutes of Meeting

Subject: Pt Chevalier Streetscape and Cycleway - Community Liaison Group Meeting 01

Date and time 30 May 2018, 1.00pm

Venue Auckland Transport, 20 Viaduct Harbour Road, Room 1.02

Attendees	Linda Wong	Community
	Andy Lamont	Community
	Travers Reynolds	Community
	Darren Jarrett	Community
	Matt Fordham	Community
	Nic Rowan	Community
	Mark Johnson	Community
	Grant Russell	Western Springs Football Club
	Jolisa Gracewood	Bike Auckland
	Heidi O'Callahan	Pt Chev Placemaking
	Graeme Bean	Auckland Transport
	Twan van Duivenbooden	Auckland Transport
	Alice Ge	Auckland Transport
	Paul Buckle	Auckland Transport
	Bruce Thomas	Auckland Transport
	Kane Hopkins	Auckland Transport
	Greg Horne	Auckland Transport
	Emma O'Kane	Stellar Projects
	John Potter	Boffa Miskell
	Lisa Mein	Boffa Miskell
	Walter Dendl	Transition Pt Chevalier
	Jessica Rose	Albert-Eden local board
	Julie Boucher	Auckland Transport
	Denise Bijoux	Inspiring Communities (Facilitator)
Apologies	Stephen Lethbridge	Pt Chev school
	Rick Thevenard	BISC

1. Welcome and Introductions – Denise Bijoux

Health and Safety briefing and those in attendance introduced themselves.

2. Fair meeting process – Denise Bijoux

Denise outlined the fair meeting process:

- Listen generously so we can harness the knowledge in the room.
- Don't interrupt, and don't talk over each other.
- Keep the meeting moving by acknowledging points already made and not repeating them.
- Acknowledge that not all items will be resolved within the meeting and some items for discussion will be parked and followed up outside of the meeting
- Address the issue and not the person. It's important we identify and discuss issues, but keep to issue.
- Make space for each other to ensure we are all heard.
- There is no video or audio recording of meetings.
- Meetings are closed and restricted to invitees only.

Discussion

There are a number of people who are interested but unable to come to the meetings. Can information from the meetings be shared afterwards?

- Yes. The intent of the group is that it is representative of the community and acts as a link to the community for information flow and feedback. AT wants to support members in bringing information from wider community discussion into this group. Members are free to feedback to the community and organisations you are representing at any time.
- Minutes will be circulated as draft and attendees will have one week to provide written feedback. Minutes will then be finalised and published on the AT webpage.
- Let Kane know if you would not like your name public in the minutes.

One of the learnings from other projects is that it's important we share information at the same time to ensure correct information is available to all. Presentations, etc from the CLG meetings will be distributed with minutes and will also be published to the project webpage available to all.

Resolution 1: Group agreed to abide by the fair meeting process.

3. Purpose of the CLG

AT want to deliver the project in partnership with the community in which the project is being delivered. The purpose of the CLG Group is act as a link to the community for a two-way flow of information and discussion, and input into AT's project decision making process.

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The group is being established very early on in the project development process. There are no designs or plans for the project yet. The intent is that these are developed with community input via this group, before wider community engagement later this year.

This CLG builds on the learnings from other CLGs. One of the important learnings is that AT needs to provide a safe space for community representatives to work together on the project. That's why this group is limited to residents of Pt Chevalier only.

Discussion

Please clarify what you mean in terms of providing inputs into the design.

- The role of the CLG Group is to canvass initial views on proposed designs/concepts, etc. and enable a discussion around that. Through discussion AT can identify potential issues and opportunities as the project develops, along with gaps in knowledge, etc. enabling us to address these. This will result in a more robust design.

What is the timeframe for the project, how long will the group run for?

- At this stage it is intended there are monthly meetings until such time a design has been developed for wider community engagement, likely to take place later this year. Once wider community engagement starts, the group will be disestablished. The group could potentially reconvene for the construction period. Ideally meetings will be held in a local venue in Pt Chevalier, however AT needs to be confident it is a safe space and attendance can be managed.

Clarify all previous plans are “off the table” and AT is starting from scratch in terms of the design.

- Yes.

Noted the group appreciate AT's commitment to involving Pt Chevalier residents only and providing a safe space for the group to come together.

4. Terms of Reference – Denise Bijoux

Proposed Terms of Reference (ToR) were distributed. The ToR outline how the group functions, roles and responsibilities, and what our parameters are, including:

- Membership and eligibility for membership
- Role of the independent facilitator
- How meetings will be managed
- Expectations of CLG members
- Scope of membership
- Scope of work to be considered by the group.

Discussion

Purpose of ToR

- No comments

Membership

- Agreed no omissions

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- Noted the Placemaking Group was established to support and encourage local businesses, and higher use of the local town centre by Pt Chevalier residents. Through this role Placemaking Pt Chevalier can represent businesses.
- It is acknowledged that members of the group will wear different 'hats'. Everyone is encouraged to bring their 'whole selves' and those they represent to the group.
- Noted that a representative from Business in Service of the Community (BISC) has been invited, however they are unable to attend today.

How members have been selected

- No comments

Role of Independent Facilitator

- Agreed with role.
- Discussed how to manage termination of a meeting:
 - Depends of severity of behaviour – suggested a cool down period for people to go outside of the room, gather their thoughts, and come back in.
 - If it's a particular issue which is stalled in discussion, suggest we park it and move on with the meeting. Either revisit it at the end of the meeting if there is time, progress offline after the meeting and report back to the next meeting, or include as an agenda item for the next meeting.
 - Denise to call people out on when their behaviour is bordering on unacceptable, unacceptable being a judgement call by Denise based on our agreed fair meeting process.

Agreed:

- Denise will make a judgement call on unacceptable behaviour based on the fair meeting process, and pause the discussion and ask people how they feel. If people are uncomfortable, the member/s will be asked to adjust their behaviour and the discussion will continue
- If unacceptable behaviour continues the member/s will be asked to step out of the meeting for a few minutes to gather their thoughts. The discussion can then either continue or be parked for offline discussion or at the next meeting.
- Noted that it's important to maintain respect for each other
- If people who are not invited come to the meeting and do not leave when asked, the meeting will be closed.
- If people want to have others attend, request this via Kane. Noted that AT will bring subject matter experts into the meeting from time to time, but are not wanting the group to grow beyond a manageable number.

Meetings

- Would like to block out on advance meeting times so members can balance commitments
 - Kane will seek to schedule these well in advance and get invites out to everyone, as well as investigating options to have the meeting at a local venue in Pt Chevalier. Acknowledged that a single venue won't suit everyone - perhaps alternate City v local venue for meetings.
- Time of day – consider earlier in the day to not clash with school pick up, or evenings. Kane will send out a poll to get some feedback on this.

Expectations of CLG Members

- Include as part of the agenda a conflict of interest declaration. An example could include property ownership. Usually it's around whether there is potential for financial gain from information.
- Noted that this group isn't the decision making body, AT remains the decision maker.
- Is there enough representation from those in the community who are not regular bike uses?
 - The process for community members to become members of the CLG was open to anyone. The whole community was invited to express an interest. Acknowledge that there is a high representation from those who are regularly ride bikes.
 - Acknowledged that while many members of the group are regularly ride bikes, we all drive cars from time to time and also likely use PT. Can bring all those views to the group.
 - Feel free to encourage others in the community who are interested, to contact Kane AT and let him know. There are still some spaces available in the group for community representatives.
 - Noted that Pt Chevalier ranks among the highest bike to work mode share (according to the 2013 census) and also has relatively high bike-to-school numbers. That means representatives in the group being cyclists is actually representative of the community.
- Suggest focus of the discussion and objective for the project is about improving mobility in general, rather than just providing safe cycling facilities. It's an active transport project, not a cycling project.
- Selwyn Village to be invited to nominate a person to join the group.
- There is a Pt Chevalier community newsletter – can information about this project be included in that newsletter?
 - Suggest that they get the same information as everyone does at the same time. Minutes of meetings and presentation material will be published on the project webpage that they refer to.
- Noted there is a Facebook page Propose Changes to Pt Chevalier Road. AT may consider inviting someone from that group to join the CLG.
- Important to note that everyone in the CLG is open to share information from the group, but it's important to ensure we are sharing correct information.

Secretariat

- Confirmed process for minute taking and arranging meetings.

Scope

- Need to ensure there is a feedback loop to the group from AT noting how the feedback has influenced decision making.
 - AT acknowledged
- Does the reference to parking include both car parking and bike parking
 - Yes. Will update ToR to clarify.

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- Rather than to “consider stormwater matters”, change to “consider stormwater and other infrastructure matters”
- How do you define “connection”
 - Connecting to the broader Auckland Cycling network.
 - The geographic scope of this project is Pt Chevalier Road from Great North Road to Meola Road, and Meola Road. Include a map to clarify this and show how it fits into wider network.
- If the group agreed to extend the scope along Pt Chev Road to the school could we?
 - Can’t answer that question today as its outside the scope of the current project. This will need further discussion within AT. We will consider how this projects links to other adjoining projects.
- How many other groups are there like this?
 - AT has several of these and continues to learn from each one and improve the process. At present there are the West Lynn (Richmond Road) and Garnet Road/Surrey Cres groups in the area. There is also one in Parnell and there has been one in Franklin Road.
- Is this project being linked into adjoining groups for consistency?
 - Not all adjoining projects will have a CLG. The Garnet/Surrey CLG information will be considered as part of the development of this project to ensure integration. Noted that Local Board members also bring to the group wider community information beyond this project. Boffa Miskell and Bike Auckland representatives are also common to adjoining projects.
- Update the Scope to refer to CLG members disseminating info from meeting to wider groups – repeat information already included in the CLG member role description.
- Consider how we bring the voices of the younger members of the community. Acknowledged that having representatives from the Schools as part of the CLG group will help.
 - AT also has staff internally that liaise with schools about school travel planning, including safe walking and cycling. These people will be actively working with the schools in the area as this project develops.

Duration

- As discussed earlier, the group will meet until the project is ready for wider community engagement.

Expenses

- Note Kane has vouchers for parking reimbursement.
- What about bus fare?
 - Kane will research this further and let people know the process.

Media

- Agreed

Declaration

- Agreed sign the ToR now and ratify them at the next meeting based on changes discussed today.

Resolution 2: Agreed that wherever possible members will bring information from adjoining projects into the discussion as the project evolves.

Resolution 3: ToR to be signed today and ratified at the next meeting.

5. Principles and objectives of the Project – Graeme Bean

AT team is responsible for designing and delivering this project. Proposed objectives were circulated. At a high level, AT is seeking to improve the quality of service and safety of the corridor for all users.

Draft objectives:

Primary objective:

Deliver appropriate facilities along Meola Road and Point Chevalier Road to provide a safer, more coherent and attractive route that improves mobility for all users. This includes pedestrians, bike riders, public transport and its users, of all ages and abilities. The design will also improve/reflect the character and values of the community.

Further objectives:

- Connect cyclists to/from the Waitemata Safe Routes and North-western cycle routes, and the Herne Bay / Westmere / Point Chevalier areas
- Deliver a cycle route that serves the local community by providing access to community infrastructure including schools, parks and reserves, sports facilities and shops
- Link and expand the cycling network
- Increase levels of cycling along this route and in the city centre in general to contribute to reducing the growth of car trips
- Improve real and perceived safety along this route for the bike riders of all abilities
- Look for opportunities to deliver public cycle parking to make it easy for cyclists to stop and visit local facilities or businesses
- Ensure Maori design (Te Aranga) Principles are considered during design phase

Noted that the proposed objectives are not the same as those from previous ones. These have evolved to a more holistic approach incorporating the whole road corridor, including safety for all users, and streetscape, etc.

Discussion

What other objectives should we consider?

- Future proofing.
 - Population will increase as density increases and we need to consider this in design.
- Providing clear separation between this project and other projects which will bring change to the area.

- There are other projects which will result in change for the community, such as the Road Safety Review (Business Improvement Plan). It is suggested these projects be implemented early so the changes take effect and are attributed to those projects, and not attributed to this project. There is a need to separate the effects in the mind of the community so this 'cycling' project does not get the blame or be incorrectly perceived negatively as being the cause of some proposed change.
- AT will look at the timeline for other projects and report back to the next meeting.
- Carbon targets, health targets for children, sustainability. Public and social health. Air quality.
 - Noted that the current route proposed is as identified through earlier community engagement and a previous Business Case which looked at potential future cycling numbers, etc., as well as potential benefits.
- To be well informed from previous consultations.
 - Would like to be up to speed on previous work to provide context for discussion moving forward. We need to be acknowledging previous conversations and advancing these.
- Hearing end-user voices as part of process.
- Consider various engagement tactics, including tactical urbanism
 - As the design isn't set in stone let's consider some temporary changes in areas to show what it could be, or ask members of the community to show us what they think it could be. Take over a space for a period of time (e.g. 3-4 parking spaces on a Saturday) and layout what it could look like or allow people to design something.
- Core community stakeholders are residents, but also need to consider visitors to the area.

Concerned with speed of delivery and that the project might spend a long time consulting before anything gets built.

- Communication will be key to managing expectations regarding timeframes. Aiming to have a proposed for wider community engagement later this year.
- Include an objective regarding communication needing to be relevant and timely, and manage expectations.

Geographic area

- The group agreed that the geographic extent of the project needs to at least go along Pt Chevalier Road to at least the school. If you can't get kids to school safely on bikes, then parents are unlikely to then continue on a longer cycling journey.
- Group wants to extend the geographic scope to link to all schools, including Western Springs College, Pt Chevalier School, Pasadena Intermediate, St Francis Catholic Primary School, and the new kindergarten on Walmer Road.
- Objective to consider first trip of the day, 'chaining trips', convenience of trips and how infrastructure facilitates this.
- Need to consider what 'connection' means – Is it point "A" to point "B" in terms of a geographic boundary, or wider connections within project confines and how they can

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be facilitated. Need to understand where people want to go to/from. Should be considering connections within project confines.

- From AT's current view, the objective is Pt Chevalier Road from Great North Road to Meola Road, and Meola Road. There are many other parts of AT's business including school liaison, road safety, etc. AT will seek to work with other departments to deliver a more holistic project.
- AT will consider geographic context and include the geographic extent as an Agenda item for the next meeting.

6. Community Members discussion – Roundtable

Invited members to provide final comments.

Discussion

Let's think wider than the current route and think of different ways to achieve the outcome.

Actions

What	Who	When
1 Draft Minutes to be circulated to attendees	Kane	Friday 8 June
2 Draft minutes to be reviewed by all and comments provided to Kane within 1 week of being circulated for comment	All	Friday 15 June
3 Members to let Kane know if you would not like your name recorded in the minutes which will be published on the AT website once finalised.	All	Friday 15 June
4 Updated Terms of Reference to be circulated with minutes. Update as follows: <ul style="list-style-type: none"> • Scope – clarify parking refers to cars and bikes • Scope – change “consider stormwater matters” to “consider stormwater and other infrastructure matters” • Scope – include a map of the geographic extent of the project being considered along with links to adjoining current and future planned and potential projects • Scope - refer to CLG members disseminating info from meeting to wider groups. Repeat information already included in the CLG member role description. 	Kane	Friday 8 June
5 Establish and circulate a poll to members asking for their preference regarding the time of day and locations for meetings	Kane	Friday 8 June

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What	Who	When
6 Update the Agenda to include upfront a potential conflict of interest declaration regarding any of the Agenda items.	Kane	Prior to next meeting
7 Invite a representative from Selwyn Village to join the CLG	Kane	Prior to next meeting
8 Advise on process for reimbursement of bus fares for meeting attendance	Kane	Report back to next meeting
9 AT will look at the timeline for other projects in the areas, including the Road Safety Review (Business Improvement Project) and report back to the next meeting.	Kane	Report back to next meeting
10 Update Principles and Objectives of the project as discussed in the meeting	AT	Report back to next meeting
11 Include as Agenda item for the next meeting a discussion on the geographic extent of the project and how the group can consider wider connections to all schools in the area in particular.	AT	Prior to next meeting

Next meeting – to be advised.

Meeting closed 3.05pm.